

13 June 2014

Attn: Public Records Custodian, Brandi Cordova
Northern New Mexico College
921 Paseo de Oñate, Española, NM 87532
Phone: (505) 747-2129
Via Email: bcordova@nnmc.edu

Mrs. Cordova,

Per New Mexico Inspection of Public Records Act, NMSA 1978 § 14-2-1 (IPRA), I would like to request the following public record(s) from 1 January 2009 through 31 December 2014:

- I request all contracts entered by Northern New Mexico College, the Northern Foundation, and/or any officer/ administrator/staff/faculty of Northern New Mexico College for the purpose of “search engine optimization.”
- I request all purchase orders/ purchase requests generated by Northern New Mexico College, the Northern Foundation, and/ or any officer/administrator/staff/ faculty of Northern New Mexico College for the purpose of “search engine optimization.”
- I request all invoices generated by Northern New Mexico College, the Northern Foundation, and/ or any officer/administrator/staff/ faculty of Northern New Mexico College for the purpose of “search engine optimization.”
- I request all payment records for the purpose of “search engine optimization” by Northern New Mexico College, the Northern Foundation, and/ or any officer/administrator/staff/ faculty of Northern New Mexico College.

I request the following public record(s) provided in the same medium by which I am requesting such records—electronic format (.doc; .xml; .pdf ; .jpeg etc.) by email. Should these formats be unavailable, I request “reasonable facilities to make or furnish copies of the public records during usual business hours.” As you are aware the Northern New Mexico College Public Records Custodian has fifteen days to comply with this request. I appreciate your office’s attention to this request. Please feel free to contact me with any questions.

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